

**DATE: 7-22-2022 revised
5.14.2024**

TITLE: Medical Investigator III		
HUMAN RESOURCES USE ONLY:	SALARY TABLE: AP	CLASS CODE: PN389
UNION: P&A, Local 1979, U.A.W	SALARY GRADE: 13	EEO CODE: 30
JOB GROUPING: Yes	FLSA: Non-Exempt	EMPLOYEE CLASS: PN

POSITION PURPOSE

Investigate deaths that fall within the medical examiner jurisdiction in Wayne County. Evaluate and document the location of the deceased. Function as a liaison between the Medical Examiner's office, health and law enforcement agencies and the public. Prepare statistical and narrative reports to submit to the Medical Examiner. Accountable for training, and endorsements of lower-level investigators. The position will report to the Chief Medical Investigator.

ESSENTIAL JOB FUNCTIONS	% TIME
Take death notifications via telephone and decide that the case should be <i>accepted</i> (come in for an examination) or <i>released</i> back to the family or healthcare agency. Handle cases that are moderate to highly complex. Document and photograph the location of the deceased. Collect relevant property and records. Supervise the collection of the deceased by the transport service. Meet with the families of the deceased in the office and guide them through the identification process. Handle inquiries and complaints related to the Medical Examiner's cases.	30
Prepare statistical and narrative reports to submit to the Medical Examiner. Gather medical records, including laboratory and x-ray results from varied health care settings, including hospitals, doctor's offices, and extended care facilities. Gather other public agency records, such as police and EMS records where required to complete a case. Manage cremation permit requests. Reception of the body at the morgue, with documentation of intake, as well as weighing and measuring body.	30
Perform detailed searches of public and other records where the identity of the deceased is unknown.	20
Train current and future investigators in investigation techniques. Validates and endorses staff training requirements. Substitute for Chief Medical Investigator as needed.	10
Other duties as assigned.	10

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

MINIMUM QUALIFICATIONS

Education and Experience

Certification by the American Board of Medicolegal Death Investigator (ABMDI)

2 years previous experience as Medical Investigator II or at least 5 years of relevant job experience.

- High School diploma or equivalent. Education/training equivalent to associate's degree.
- Valid Driver's License

Knowledgeable of Michigan and local laws that pertain to the county medical examiner and the medicolegal death investigator.

Knowledge, Skills and Abilities

Thorough knowledge of first responder health and safety requirements including basic firearms safety.

Ability to effectively validate training and train staff.

Knowledge of photography.

Ability to secure, control and account for property taken into custody, including pets.

Knowledge of documentation principles and the ability to prepare clear, concise and accurate reports.

Knowledge of investigative principles, scene safety and scene management.

Ability to establish and maintain cooperative working relationships with those contacted.

Ability to communicate sensitive information effectively, both orally and in writing to diverse audiences and family members.

The ability to effectively train less experienced/new staff.

WORKING CONDITIONS :

Must be able to stand for extended periods of time. Must be able to access scene of death that may include natural areas with difficult terrain (wetlands, rivers, lakes, etc.), as well as difficult structures such as basements. Ability to move more than fifty (50) pounds.

May be exposed to a variety of fumes, odors, chemicals, diseases and animals.

ADDITIONAL COMMENTS:

Possession of a valid Michigan vehicle operator's licenses and satisfactory driving record as determined by university policy.